

MAINTENANCE WORKER HELPER

PURPOSE: Perform work to assist in various construction and maintenance tasks.

FUNCTIONAL AREAS: Under supervision

1. Perform various construction and maintenance tasks.
 - * A. Perform street patching.
 - * B. Perform cleaning of gutters, drains, and culverts.
 - * C. Prepare work sites with proper barricades, warning devices, and traffic control techniques.
 - * D. Assist in the installation and rehabilitation of sewers, culverts, catchbasins, and manholes.
 - * E. Prepare work sites by breaking street surfaces, and assisting in the excavation of materials in shoring operations.
 - * F. Assist in water main and hydrant repair and maintenance.
 - * G. Perform work to remove debris and obstructions in creeks and pick up trash along roadways and sidewalks.
 - * H. Perform work to sweep sidewalks, shovel snow and sand sidewalks.
 - * I. Install barricades and snowfences, mix concrete, and assist in pipe laying work.
 - * J. Perform simple and routine painting.
 - * K. Perform planting of flowers, grass, shrubs, and trees.
 - * L. Perform grass cutting and other grounds maintenance work.
 - * M. Assist other employees in the completion of job tasks.
 - * N. Perform work to load and unloading equipment and materials.
 - * O. Operate a variety of hand and power tools.
 - * P. Assist on a survey crew by acting as chainperson or rodperson, reporting readings to survey crew chief, pounding hubs, clearing brush, using pick and shovel to locate survey points, lifting manhole covers, and cleaning survey equipment.
 - * Q. Assist others in semi-skilled water and gas customer service tasks.
 - * R. Answer phone and write messages.
 - S. Perform related tasks as assigned.

JOB REQUIREMENTS

KNOWLEDGE REQUIREMENTS:

- A. Basic knowledge of the methods, tools, equipment, and materials used in street, park, and utility maintenance.
- B. Basic knowledge of general safety practices and procedures.

ABILITY REQUIREMENTS:

- † A. Ability to present information orally and in writing.
- † B. Ability to identify and operate a variety of hand and power tools.
- † C. Ability to follow oral and written instructions.
- † D. Ability to establish and maintain effective working relationships with others.

- † E. Ability to work outdoors in all weather conditions.
 - † F. Ability to climb ladders and work in high places.
 - † G. Ability to work in dusty, dirty, wet and muddy conditions.
 - † H. Ability to frequently walk, stand, kneel, stoop, crouch, climb, and reach above shoulder level.
 - † I. Ability to occasionally bend, squat, crawl, and balance.
 - † J. Ability to use garden and landscape tools and equipment, including chainsaws, and tillers.
 - † K. Ability to lift and carry supplies and equipment such as 50-pound bags of concrete products and a 90- pound jackhammer.
 - † L. Ability to work evenings, weekends, and holidays.
 - † M. Ability to attend work on a regular basis.
- * Essential functions of the job
- † Job requirements necessary the first day on the job

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